

DECISIONS

MAKING A DECISION TO ACCEPT A JOB OFFER IS IMPORTANT TO YOUR FUTURE. WHAT YOU DECIDE NOT ONLY AFFECTS YOUR HOURS ON THE JOB, BUT ALSO IMPACTS ALL ASPECTS OF YOUR LIFE. YOU HAVE THE ABILITY TO MAKE GOOD CAREER DECISIONS.

When you are evaluating a job offer, review and reflect upon all the information you have gathered about the position, organization, community, and long-term opportunities. Keep your personal criteria and your “gut feelings” in mind when you go through this process. Take another look at the criteria you listed at the beginning of your job search. Keep in mind it is normal to feel anxious and excited when you need to make decisions.



Ask yourself the following questions:

- Can I live on the salary and benefits?
- Does this position fulfill most of my personal and job-related criteria? If it only meets some, are those the most important ones? Can I give up the ones it does not fulfill?
- Is this really my decision? Am I making a decision based on my family, friends, or faculty's opinions?
- Does this job sound like something I would really enjoy doing? Would I look forward to getting up in the morning to go to work every day?
- Do I know enough about the position and organization to make an informed decision? Do I need to ask the employer for additional information?
- What if something better comes along?

- Did the employer offer the level of training needed to succeed in this position?
- Am I basing my decision solely on the salary, benefits, or prestige of the organization and forfeiting other important factors?
- Am I overlooking how I feel about the people with whom I will be working, the work environment, management style, and potential for professional development?

Answering these questions will help you get started on your decision. You may want to get help from friends, faculty, family, and/or career consultants when weighing the pros and cons of the job offer, but avoid taking advice from anyone without thinking critically about the advice you are given. YOU are ultimately the person who must live with your decision. Use the Job Evaluation Worksheet on the next page to help you decide.

Job Evaluation Worksheet

Your Evaluation

Job Considerations	Questions to Ask	Comments	Employer A	Employer B	Employer C
The job, future boss, the company	To whom would I be reporting?	Have a good impression? Feel comfortable? Like your future boss?			
Job function	Describe the duties & responsibilities.	Knowing specifically what you will be doing. Assess level of challenge, creativity, decision making, autonomy.			
Performance review	When? How often? By whom? By what criteria?	Important for evaluating and improving your performance.			
Job security/ advancement	Turnover rate? Employer growth rate? Immediate and long-term company plans?	Turnover may indicate management problems. Growth rate will affect promotion opportunities.			
Product, services, manufactured/ delivered	Is the employer a leader in the field?	Reputation of products, services. Level of diversification.			
Size of organization	Organization chart? Where are you?	Is it a division or subsidiary of a large corporation?			
Research and development	How large is the R&D group? What are they developing?	May indicate how far you can progress.			
Training	About products/services leadership, eligibility, relationship to promotion?	An opportunity to become visible and learn about the management philosophy.			
Local educational options	Undergraduate/ graduate? Business and/or technical facilities?	You may need additional education to enhance your career.			
Employee activities	What are they? Who can join?	Good way to meet other employees and find out what is going on. Can make you visible.			
Geographic locations	Local area information? Employer relocation policy? Will I be transferred?	Find out what might be ahead. Consider the financial impact of alternatives.			
Cost of living	How does the employer's location compare to your current city?	A \$40,000 offer may be worth \$45,000 or \$50,000 elsewhere.			
Salary	Starting salary? When is the financial review? Bonuses? Profit sharing?	Estimate where you will be financially in one year, and in three years.			
Benefits	Medical? Dental? Life Insurance? Vacation? Retirement benefits? Tuition reimbursement?	Benefits can add up to an additional 35% to your annual compensation package.			
Travel	How much overnight travel? How often?	Consider effects on lifestyle and family.			